

Clerical and Office Branch  
General Clerical Group  
Clerk Series

CLERK I

01/91

*Summary*

Under immediate supervision performs routine general clerical work following established standardized practices and procedures; performs related duties as required.

*Typical Duties*

Maintains routine files and records using established filing systems; gathers information for reports; performs routine typing tasks as required; assists in proofreading written materials and documents; maintains bulletin boards and announcements or information displays; prepares and mails correspondence and packages; receives, sorts, and distributes correspondence and packages.

Receives public to the department and provides requested information; researches customer complaints or refers customer to supervisor; receives and conveys information through radio-telephone; performs arithmetic calculations; performs routine checking and coding; operates common office equipment.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. (coursework in commercial subjects preferred) and two years of general clerical experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of English, grammar, spelling and punctuation; some knowledge of office practices and procedures; some knowledge of filing methods and systems; some knowledge of office mailing and receiving procedures.

Ability to orally express oneself clearly and concisely; ability to understand and follow oral and written instructions; ability to perform accurate arithmetic calculations; ability to proofread written materials; ability to sort and distribute mail; ability to prepare and maintain records and filing systems; ability to establish and maintain effective working relationships with fellow employees and the general public.

Skill in the use and care of common office equipment such as typewriters, duplicating equipment, multi-line and/or radio-telephone, calculators and CRTs.

*Physical Requirements:* Mobility within an office environment.

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Director of Personnel

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Department Head